



## UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231  
WWW.USPTO.GOV

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-04-156**  
Issue Date: **10/25/04**  
Closing Date: **11/19/04**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Contract Specialist  
GS-1102-7  
Full performance level: **GS-12**  
Multiple positions  
Competitive Service  
POPA Bargaining Unit Position

#### VACANCY LOCATION

U.S. Patent and Trademark Office  
Office of the CFO/CAO  
Office of Procurement  
Arlington/Alexandria, VA

#### AREA OF CONSIDERATION

PTO Employees with Status  
Current Federal Employees with  
Status in local commuting area  
Reinstatement Eligibles  
DOC Surplus, Displaced Employees  
in local commuting area

**Duties:** This position is located in the Office of Procurement. The incumbent solicits bids and proposals to procure a variety of requirements, negotiates and administers contracts, inter-agency agreements, memorandums of understanding, and project agreements. Performs basic analyses for firm-fixed-price or similar contracts. Assists higher-level employees with contract termination processes. Participates as a team member on acquisition management review team. Working as a team member for larger dollar procurements, develops schedules, tracks product deliveries, coordinates with project staff and assists in preparing all procurement documentation.

**Summary of Qualification Requirements:** To meet Minimum Eligibility Requirements candidates **MUST** possess **either** a Bachelor's degree **OR** have **completed at least 24 semester hours** of coursework in certain business-related fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management. **Due to the positive education requirement applicants must provide transcripts (see note below).**

**In addition to meeting the Minimum Eligibility Requirements above, applicants MUST have one year of specialized experience** equivalent to at least at a **GS-5** grade level (**specialized experience is described below**); **OR** bachelor's degree **AND** meet one of the following: **one full academic year** of graduate level education in accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management; or law school; **OR Superior Academic Achievement (SAA)**. SAA is based on (1) grade-point average of 3.0 or higher out of a possible 4.0 based on 4-years of education, or based on courses completed during the final 2-years of the curriculum; (2) grade-point average of 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field completed during the final 2-years of the curriculum; (3) class standing in the upper third of the graduating class; (4) election to honor society membership that meets the minimum requirements of the Association of College Honor Societies.

**Status** applicants/applicants who have held a **General Scheduled (GS)** position within the last 52 weeks **MUST** meet **time-in-grade requirements** in accordance with 5 CFR 300.604. ICTAP/CTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

**Specialized experience:** Must have **one (1) year of specialized experience** equivalent to at least a **GS-5** grade level.

Examples of qualifying experience include:

- experience preparing procurement solicitations, issuing requests for proposals and determining the most effective method of procurement;
- experience establishing and maintaining procurement documentation;
- experience compiling, analyzing and preparing correspondence and reports;
- experience processing payments, contractor vouchers, invoices and other fiscal items.



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**Note:** Applicants who wish to be qualified based on education **MUST** submit a copy of their transcripts showing specific coursework completed or a listing of college courses showing course number, title, grade, type (semester/quarter hours), and number of credit hours. Graduates of foreign schools **MUST** have their academic credentials evaluated through a **recognized credential evaluating institution**. Failure to submit the above will result in an ineligible rating. Candidates are required to be a **U.S. citizen**. An **official** college transcript will be required **before** you can report to duty.

**Evaluation of Qualified Candidates:** will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types related to pre-award and post award functions.
2. Knowledge of procurement process to provide administrative technical support to gather and prepare reports, maintain contract files and recommend actions for process improvements.
3. Ability to present contract information, prepare forms and memoranda, minutes, and reports, and distribute completed contract actions.
4. Demonstrates proficiency in computer software applications (including word processing, spreadsheets, and database administration applications).

### **How To Apply - SUBMIT THE FOLLOWING:**

1. Candidates may submit an resume **OR** OF-612 (form can be assessed from the following web site: <http://www.opm.gov/forms/html/of.asp> - [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf))
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (**Status Candidates Only**)
3. Vacancy announcement number, position title and grade level(s) you are applying for **must** be recorded on the application submitted. If the grade level is **not** indicated, candidates will be considered **only** at the highest grade for which qualified.
4. College transcript or List of College Courses. Graduates of foreign schools **MUST** have their academic credentials evaluated through a recognized credential evaluating institution (**see Note above**). Candidates are required to be a **U.S. citizen**.
5. Statement of qualifications relating to each of the **Ranking Factors**.

Applications submitted by mail with a **postmark of on or before the closing date** of this announcement will be considered **only if received in the USPTO, Office of Human Resources**, five (5) working days after the closing date.

**FOR SPECIFIC INFORMATION CALL:** Bonnie Guzman (703) 305-8516 or Ronald Taylor (703) 305-4324

**TDD# 1-800-828-1120 or Relay System**

**For more employment opportunities visit our web site at** [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

### **MAILING ADDRESS:**

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

### **WHERE TO APPLY IN PERSON:**

US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive CPK1 - 707  
Arlington, VA



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### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

#### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

#### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

#### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.



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13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. Relocation expenses will not be paid.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.